Validator/Validator Administrator Reports
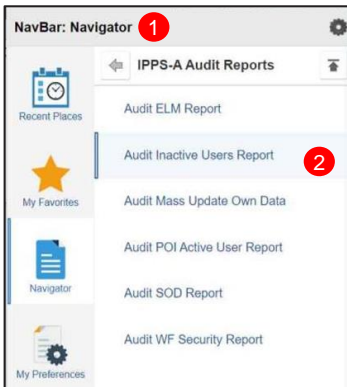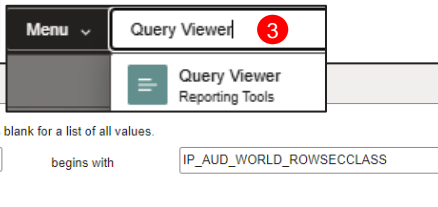
Validators and Validator Administrators are responsible for running monthly audit reports. For additional information about responsibilities and reports, refer to the Internal Controls Guide.

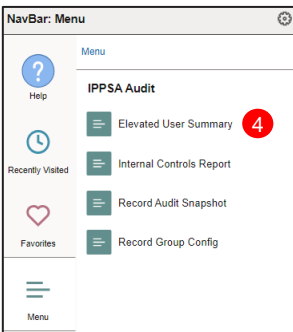## Monthly Reports

1. Log into IPPS-A navigation: NavBar > Menu > PeopleTools > Security > IPPS-A Audit Reports

2. Select Applicable reports to run monthly (within the first seven business days):
   - **Audit Inactive User Report**
   - **Audit Mass Update Own Data**
   - **Audit POI Active User Report**
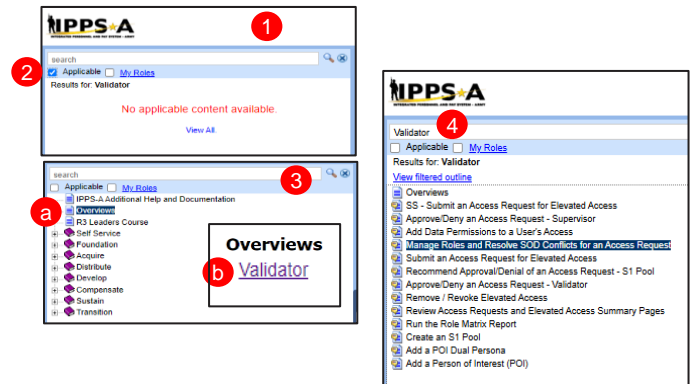   - **Audit SOD Report**

3. In the Global Search field type: **Query Viewer**. Query Viewer page displays.

   a. Search Query Name: IP_AUD_WORLD_ROWSECCLASS. Run the **World Access Monitoring report** (within the first seven business days of the month).

4. Run the **Elevated User Summary** monthly.

   Navigation: NavBar > Menu > IPPS-A Audit > Elevated User Summary

IPPS-A Resources

To access the Validator Overview and applicable UPKs:
1. Log into R3 IPPS-A Resources page.
2. Once the page opens, deselect the 'Applicable' box.
3. a. Click on Overviews
   b. Select Validator
4. Type '**Validator**' in search bar and select applicable UPKs: Access Request, Roles and SOD Conflicts, Elevated Summary